GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Services – PR & RD Dept. – Divisional Development Officer (DDO) – Strengthening of the District Administration - Powers, Functions and Responsibilities of the Divisional Development Officer (DDO) - Modified Orders - issued.

PANCHAYAT RAJ & RURAL DEVELOPMENT (MDL.II) DEPARTMENT

G.O.MS.No. 58 **Dated: 12-06-2025**

Read the following:

1. G.O.Ms.No.347, PR & RD [E.VI] Dept., Dated: 21.11.2001.
2. G.O.Ms.No.253, PR & RD [E.VII] Dept., Dated:29.08.2012.
3. G.O.Ms.No. 674, PR&RD (E.V) Dept., Dated: 30.09.2020.
4. G.O.Ms.No. 72, PR & RD (E.V) Dept., Dated :06.10.2021.
5. G.O.Ms.No. 08, Dept of GVWV&VS/WS, Dated: 01.11.2023.
6. G.O.Ms.No. 01, PR &RD (E.V) Dept., Dated: 01.01.2024.
7. G.O.Ms.No. 35, PR & RD (E.V) Dept., Dated:07.04.2025.
8. From the Commissioner, PR&RD,A.P, Tadepalli, Guntur District e.file No. PRR02- 13021/71/2025-A-COMMRPRRD.
9. G.O.Ms. No.57, PR & RD (Mdl.II) Department, Dated:12.06.2025.

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In the references 3rd and 6th read above, the Government have issued orders creating the (77) posts of Divisional Development Officers (DDOs) in all Revenue Divisions across the State. Further, in the references 3rd and 5th read above, the powers, functions and responsibilities of the Divisional Development Officer were outlined. Subsequently, in the reference 7th read above, the Government have amended certain Service Rules to strengthen the post of Divisional Development Officer.

2. The Government have now decided to bring all development wings under the administrative control of Panchayat Raj & Rural Development Dept. at the divisional level under the purview of the Divisional Development Office, in order to enhance coordination, efficiency, and effectiveness in implementation of development programmes.

3. Accordingly, in the reference 9th read above, the Government have issued orders for shifting of the following offices at the divisional level to Divisional Development Office premises and these offices shall henceforth function under the purview of the Divisional Development officer (DDO).

a. Divisional Panchayat Office at the division

b. Assistant Project Director, DWMA Office at the divisional level

c. Any other wing as specified by the department from time to time.

4. In the reference 8th read above, the Commissioner, Panchayat Raj & Rural Development, AP, Tadepalli, Guntur District has submitted a proposal for issuing a new and comprehensive job chart covering all functions of the Divisional Development Officer, duly modifying the earlier orders issued in the reference 3rd read above.

5. The Government, after careful examination of the proposal of the Commissioner, Panchayat Raj & Rural Development AP, Tadepalli, Guntur District and in partial modification of the orders issued in the reference 3rd read above, hereby, issue the revised functions and responsibilities of the Divisional Development Officer as mentioned below:

I. GENERAL FUNCTIONS & RESPONSIBILITIES:

The Divisional Development Officer shall:

1. Act as the Head of the DDO Office in all wings of PR &RD Department at the divisional level.
2. Work under the administrative control of the **District Collector**.

(P.T.O)

3. Coordinate, review, and monitor all development and welfare functions assigned at the divisional level.
4. Achieve convergence among development and welfare programmes of various line departments.
5. Foster coordination with Panchayat Raj Institutions (PRIs), line departments, and parallel agencies.
6. Perform any other duties as assigned by the Government from time to time.

II. ADMINISTRATIVE FUNCTIONS & RESPONSIBILITIES:

The Divisional Development Officer shall:

1. Tour a minimum of 20 days per month; submit tour diaries to the District Collector.
2. Exercise administrative control over all PR & RD functionaries including MPDOs.
3. Sanction casual leave and permissions for all staff within the DDO office and sanction of CLs to MPDOs
4. Route Mandal-level correspondence as specified to the District through the DDO Office.
5. Review tour diaries of MPDOs and initiate ACRs of MPDOs
6. Countersign MPDOs' and other staff TA bills.
7. Conduct inquiries under CCA Rules and submit reports on maladministration in Gram Panchayats, Mandal Parishads and Village/Ward Secretariats.
8. Inspect each Mandal Parishad Office at least once in every six months.
9. Inspect civil works undertaken by PRIs and report deviations to district administration/government.
10. Monitor welfare schemes as entrusted at the divisional level.
11. Oversee responses to audit objections of Panchayat Raj Institutions in their jurisdiction and recovery of surcharge amounts.
12. Report financial misappropriations to Collector/CEO/DPO.
13. Act as Deputy District Election Authority for Local Body Elections and related electoral functions as per the AP PR Act, 1994 (Rules will be amended separately).

III. GRAM PANCHAYAT ADMINISTRATION:

The Divisional Development Officer shall:

1. Ensure preparation and implementation of GPDPs.
2. Encourage mobilize financial resources and enhance tax/fee collections.
3. Oversee enforcement of layout and building rules.
4. Inspect at least any 3 Gram Panchayats per month to ensure proper administration.
5. Exercise administrative control over Divisional Panchayat Officer (DLPO).
6. In divisions where the post of Divisional Panchayat Officer (DLPO) is vacant or not available, the Divisional Development Officer (DDO) shall be deemed to hold the charge of the post of DLPO also for that division. DDO will discharge all the functions of DLPO in that division;
7. Ensure timely GP inspections by the Inspecting Officers and corrective actions.
8. Monitor progress toward Sustainable Development Goals (SDGs) in GPs.
9. Conduct inquiries on GP mal-administration.
10. Initiate and submit ACRs of DLPOs and other DDO office staff.
11. Review DLPO tour diaries.
12. Review audit reports and surcharge recoveries.
13. Conduct review meetings on tax collection
14. Monitor sanitation, solid waste processing centers, and use of machinery.
15. Coordinate summer drinking water supply with RWS.
16. Ensure protection of Panchayat assets and removal of encroachments.

IV. IMPLEMENTATION OF RURAL DEVELOPMENT PROGRAMMES:

The Divisional Development Officer shall:

1. Exercise administrative control over Assistant Project Director, DWMA.
2. Ensure timely preparation of Labour budget and consolidation into Gram Panchayats and Mandal Plans;
3. Ensure effective implementation of MGNREGS plan with DWMA support.
4. Conduct random muster verifications.
5. Inspect MCC records and participate in MCC review meetings.

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6. Hold periodical meetings with MGNREGS and convergence departments for achieving the set targets.
7. Act as Assistant Presiding Officer in Public Hearing on Social Audit Findings;
8. Investigate MGNREGS irregularities and report to District Collector.
9. Facilitate Social Audit Teams for smooth conduct of Social Audits in villages;
10. Assist in providing Self Employment Programmes through Self-Help Groups

V. VILLAGE & WARD SECRETARIAT FUNCTIONS:

In respect of Village and Ward Secretariat, the orders issued by the Village & Ward Secretariat Department in G.O.5th read above holds good. The Divisional Development Officer shall discharge the functions as outlined in the said G.O. and assigned by the department from time to time;

VI. TRAINING AND SKILL BUILDING FUNCTIONS:

The Divisional Development Officer Shall:

1. Responsible for capacity building of PR & RD functionaries and PRI elected representatives and Village & Ward Secretariat functionaries;
2. Depute staff for training by APHRDI/APSIRD/ETCs, etc.
3. Organize exposure visits for best practices.
4. Ensure foundation training for new recruits and compassionate appointees.
5. Maintain Training Register to ensure that all functionaries completed their training including passing of mandatory departmental tests;
6. Assist the Panchayat Raj Institutions to identify the potential youth for skill development and position them in appropriate institutions;

VII. COORDINATION MEETINGS:

The Divisional Development Officer Shall:

1. Identify critical gaps in the public service delivery or institutional infrastructure within jurisdiction and initiate appropriate action in coordination with line departments concerned or community participation and CSR;
2. Organize coordination meetings with Rural Water Supply and Sanitation Department, Panchayat Raj Engineering Department and other Departments to ensure delivery of basic services.

VIII. WELFARE FUNCTIONS:

Separate orders will be issued detailing welfare-related functions.

6. All the Departments concerned shall take necessary action accordingly and extend full cooperation to the Divisional Development Officers in discharging their functions.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHASHI BHUSHAN KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To:
The Commissioner, Panchayat Raj & Rural Development, A.P., Tadepalli, Guntur District.
The Director, Village and Ward Secretariat, Tadepalli, Guntur District.
All the Collectors and District Magistrates in the State.

Copy to:
All the Secretariat Departments.
All the Heads of Departments in the State.
The Director of Treasuries and Accounts, A.P., Mangalagiri.
The Pay and Accounts Officer, Mangalagiri, Guntur District.
The OSD to Dy. CM (PR & RD).
PS to Prl.Secy. to PR & RD Dept.
Sf/Sc (2847129)

// FORWARDED:: BY ORDER//

SECTION OFFICER